

## Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Resources		
<b>Contact person:</b>	Craig Simpson	Telephone number: 0113 378 5416	
<b>Subject<sup>2</sup>:</b>	Authority to procure a contract for the supply and delivery of flooring materials for commercial and housing planned works		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>a) In accordance with the Council's Contracts Procedure Rule 3.1.7, the Director of Resources has approved a procurement strategy to competitively procure a supplies contract through an open procurement procedure to establish a contract for the supply and delivery of flooring materials, with up to 5 suppliers, for a 4-year contract period, with a total contract value of up to £800,000.</p> <p>b) The Director of Resources has approved that the tender is evaluated using the quality-price separated approach.</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>To gain approval in line with CPR 3.1.7 for the procurement of a number of suppliers to supply and deliver flooring materials to be used on commercial and housing planned works projects. The estimate value of the contract will be £200,000 per annum for a period of 4 years. Consultation with Procurement and</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report were used as these matters have been set out in detail.


	Legal colleagues has taken place.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision
<b>Affected wards:</b>	All wards
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Executive Member notified prior to publication of the decision on the Forward Plan.
	Ward Councillors
	Chief Digital and Information Officer <sup>5</sup> n/a
	Chief Asset Management and Regeneration Officer <sup>6</sup> n/a
	Others
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Craig Simpson  Tender published: May 2023 Contract Award: August/September 2023 Contract Start: August/September 2023
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List: - 28/4/22
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
<b>Publication of</b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<sup>7</sup> See Executive and Decision-Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<b>report<sup>8</sup></b>	If published late relevant Executive member's approval	
	Signature	Date
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> The Director of Resources – Mariana Pexton	
	Signature 	Date 06/04/23

<sup>8</sup> See Executive and Decision-Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> See Executive and Decision-Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.